

Report Date: 09 May 2014

**Summary Report for Individual Task
805C-LF5-1223
Dispatch Outgoing Registered Mail
Status: Approved**

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Fort Jackson / Soldier Support Institute foreign disclosure authority.

This product is releasable to students from all requesting foreign countries without restrictions.

Condition: You a Military Postal Clerk assigned to the Registry Section of the post office. You are required to dispatch registered mail while preventing loss and damage to the mail with the following: 1. Several articles of registered mail. 2. PS Form 3849, Notice of Delivery. 3. PS Form 3854, Manifold Registry Dispatch Book. 4. PS Form 3877, Firm Mailing Book for Registered, Insured, Cash on Delivery, Certified Mail and Express Mail. 5. PS Form 3883, Firm Delivery Receipt for Accountable and Bulk Delivery Mail. 6. DD Form 2261, Balance and Inventory. 7. Necessary rubber stamps and stamp pad. 8. Standard USPS supplies and equipment. 9. PS Item EP-390 (Envelope, Registry Jackets Printed). Some iterations of this task should be performed in MOPP 4.

Standard: Dispatch outgoing registered mail IAW Department of Defense (DoD) 4525.6-M Postal Manual and Domestic Mail Manual (DMM) without error.

Special Condition: None

Safety Risk: Low

MOPP 4: Sometimes

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: All required references, forms and technical manuals will be provided by the local Command.

Notes: None

Performance Steps

1. Separate the registered mail by destination, and when applicable, further separate the personal mail from the official mail.
2. Prepare, if applicable, PS Item EP-390 (Envelope, Registry Jackets Printed) when five or more letter-sized pieces are to be dispatched to the same location by:
 - a. Using a separate book of PS Forms 3854 (Manifold Registry Dispatch Book) for Registry Jackets.
 - b. Preparing two copies of PS Form 3854 showing each registered item included in the Registry Jacket.
 - c. Placing the original PS Form 3854 inside the Registry Jacket and keeping the duplicate in the book.
 - d. Stamping or marking the jacket "personal" or "official" as applicable.
3. Prepare the inside bill, PS Form 3854, for a registered pouch by:
 - a. Using a separate book of PS Forms 3854.
 - b. Preparing PS Form 3854, in duplicate, showing each registered item included in the pouch.
 - c. Placing the original inside bill in the pouch with the registered items in the presence of a witness.
 - d. Retaining the duplicate inside bill in the manifold dispatch book.
4. Close and secure the pouch with a numbered tin band seal in the presence of a witness.
5. Select, prepare, and affix a slide label and flight tag for the pouch.
6. Affix the appropriate label(s) on the address side of any outside mail.
7. Prepare the outside/truck bill (PS Form 3854) in triplicate, listing all registered pouches and outside mail to be dispatched to the same location.
8. Obtain the mail guard's signature on the triplicate copy, if applicable.
9. Make proper distribution of each copy of the outside/truck bill (PS Form 3854).

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: Setup: Test this task in conjunction with other postal tasks. Ensure that all necessary postal supplies and equipment are available. Brief Soldier: Tell the Soldier to dispatch outgoing registered mail.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Separated the registered mail by destination, and when applicable, further separated the personal mail from the official mail.			
2. Prepared, if applicable, PS Item EP-390 (Envelope, Registry Jackets Printed) when five or more letter-size pieces are to be dispatched to the same location.			
3. Prepared the inside bill, PS Form 3854 (Manifold Registry Dispatch Book), for a registered pouch.			
4. Closed and secured the pouch with a numbered tin band seal in the presence of a witness.			
5. Selected, prepared, and affixed a slide label and flight tag for the pouch.			
6. Affixed the appropriate label(s) on the address side of any outside mail.			
7. Prepared the outside/truck bill (PS Form 3854) in triplicate, listing all registered pouches and outside mail to be dispatched to the same location.			
8. Obtained the mail guard's signature on the triplicate copy, if applicable.			
9. Made proper distribution of each copy of the outside/truck bill (PS Form 3854).			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
1.	DMM	Domestic Mail Manual	Yes	No
1.	DOD 4525.6-M	DoD Postal Manual	Yes	No
2.	DMM	Domestic Mail Manual	Yes	No
2.	DOD 4525.6-M	DoD Postal Manual	Yes	No
2.	USPS FORM 3854	Manifold Registry Dispatch Book	Yes	No
2.	USPS ITEM EP390	Envelope, Registry Jackets Printed	Yes	No
3.	DMM	Domestic Mail Manual	Yes	No
3.	DOD 4525.6-M	DoD Postal Manual	Yes	No
3.	USPS FORM 3854	Manifold Registry Dispatch Book	Yes	No
4.	DMM	Domestic Mail Manual	Yes	No
4.	DOD 4525.6-M	DoD Postal Manual	Yes	No
5.	DMM	Domestic Mail Manual	Yes	No
5.	DOD 4525.6-M	DoD Postal Manual	Yes	No
6.	DMM	Domestic Mail Manual	Yes	No
6.	DOD 4525.6-M	DoD Postal Manual	Yes	No
7.	DMM	Domestic Mail Manual	Yes	No
7.	DOD 4525.6-M	DoD Postal Manual	Yes	No
7.	USPS FORM 3854	Manifold Registry Dispatch Book	Yes	No
8.	DMM	Domestic Mail Manual	Yes	No
8.	DOD 4525.6-M	DoD Postal Manual	Yes	No
8.	USPS FORM 3854	Manifold Registry Dispatch Book	Yes	No
9.	DMM	Domestic Mail Manual	Yes	No
9.	DOD 4525.6-M	DoD Postal Manual	Yes	No
9.	USPS FORM 3854	Manifold Registry Dispatch Book	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert of ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

Prerequisite Individual Tasks :

Task Number	Title	Proponent	Status
805C-LF5-1201	Accept Domestic Mail	805C - Adjutant General (Individual)	Obsolete
805C-LF5-1218	Process Mail	805C - Adjutant General (Individual)	Obsolete

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-LF5-1218	Process Mail	805C - Adjutant General (Individual)	Obsolete
805C-LF5-1221	Prepare Mail Transportation Documentation	805C - Adjutant General (Individual)	Obsolete
805C-LF5-1555	Provide Postal Security	805C - Adjutant General (Individual)	Obsolete

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
ASI F5 - Postal Operations	Any	Duty Pos: UJU